

# **CITY OF ALAMO HEIGHTS JOB DESCRIPTION**

## **EQUIPMENT OPERATOR - UTILITIES**

**EEO CATEGORY: Craft Workers**

**EXEMPT STATUS: Non-Exempt**

**POSITION REPORTS TO: Utilities Crew Leader**

**SALARY RANGE: \$24,494-\$36,741**

### **JOB SUMMARY:**

This position is assigned to the Department of Public Works (Utilities) and on occasion participates in the daily activities of other functioning departments within Public Works.

### **ESSENTIAL JOB FUNCTIONS:**

- Performance of all aspects of utility maintenance and repair to include but not limited to water and sewer mains and services.
- Responds to utility system emergencies
- Maintains system facilities, equipment and tools, including well sites
- Provides line locator service for other companies doing work in the city
- Coordinates with Utilities Billing Coordinator on customer complaints, questions and meter readings as directed by Crew Leader
- Assist with enforcement of safety rules and promotes safe working habits
- Evaluates assigned equipment as to maintenance needs to report back to management
- Assist by reporting division's materials and supplies needs relative to assigned duties
- Assists other divisions or departments as directed
- Performs other duties as assigned

### **EDUCATION AND EXPERIENCE:**

- Experience with safety, training and operation of equipment
- High school diploma or G.E.D. required
- Minimum five years experience and knowledge in ground water supply systems, and or sewer system repair, or construction field similar to this type of work, two years of supervisory experience a plus

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to work well with people and communicate effectively both orally and in writing
- Practical use of computers utilizing Microsoft Word and Excel a plus
- Ability to work with minimal supervision

### **LICENSES OR CERTIFICATES:**

- Valid Texas Class C driver license; Texas Class B CDL required within six (6) months of employment

- Class C Ground Water, Class I or II Wastewater Collection

PHYSICAL REQUIREMENTS:

- Ability to lift up to 40 pounds on a regular basis
- Visual acuity, speech and hearing, hand/eye coordination and manual dexterity necessary to operate tools and equipment associated with the job
- Must be able to pass a drug and/or alcohol screen
- Working conditions are in a field environment

*This class specification is not an employment agreement or contract. Management has the exclusive right to alter this class specification at any time without notice.*

REVISED: 10/28/13